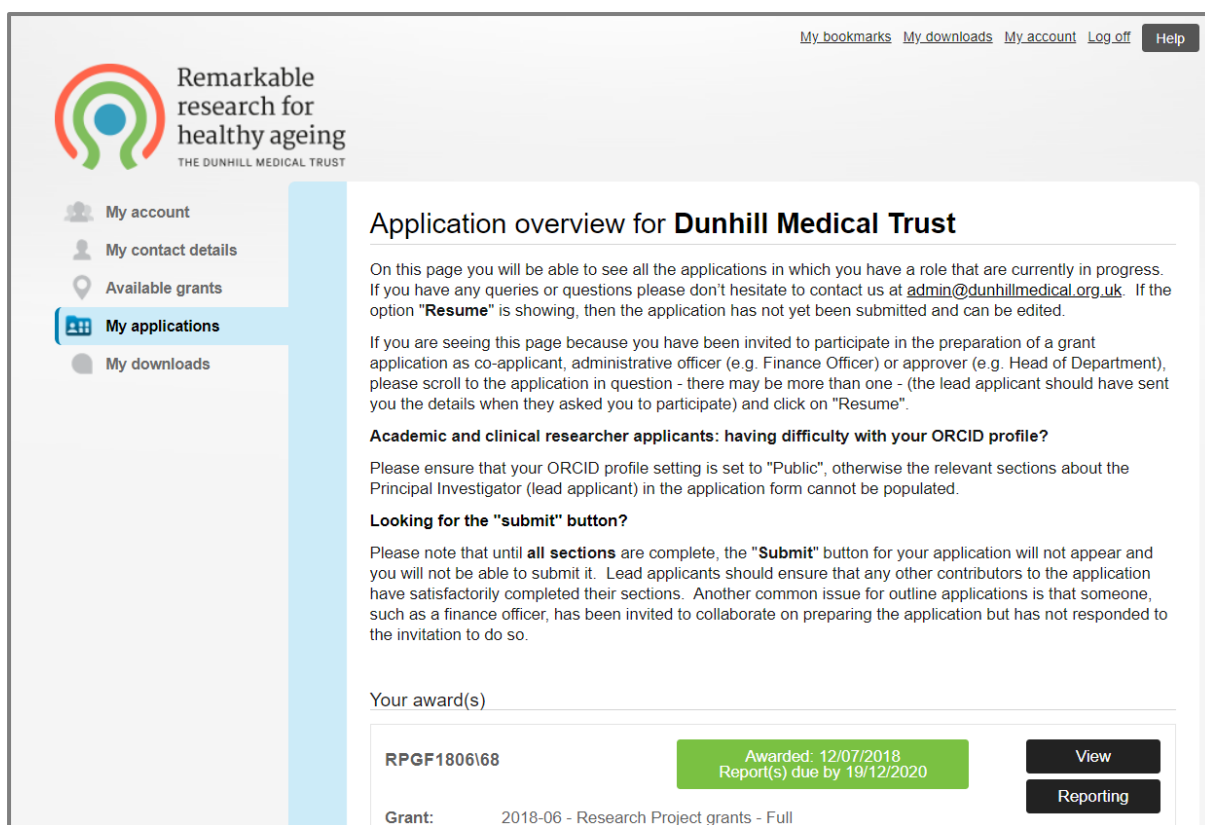


**Instructions for submitting an expenditure finance report (for finance or research support staff) – for grants awarded between December 2017 and May 2019**

*Please note that the form is typically assigned to the person who completed the finance section of the application form. If this needs to be reassigned to a different person, please contact your grants officer.*

You will first need to log onto the [grants management portal](#) with your login details.

Click on **Application Portal** (top left of screen), then select **'My applications'** from the menu on the left. The grants for which you are the named finance officer will then appear as shown below:



My bookmarks My downloads My account Log off Help

Remarkable research for healthy ageing THE DUNHILL MEDICAL TRUST

- My account
- My contact details
- Available grants
- My applications**
- My downloads

### Application overview for Dunhill Medical Trust

On this page you will be able to see all the applications in which you have a role that are currently in progress. If you have any queries or questions please don't hesitate to contact us at [admin@dunhillmedical.org.uk](mailto:admin@dunhillmedical.org.uk). If the option "Resume" is showing, then the application has not yet been submitted and can be edited.

If you are seeing this page because you have been invited to participate in the preparation of a grant application as co-applicant, administrative officer (e.g. Finance Officer) or approver (e.g. Head of Department), please scroll to the application in question - there may be more than one - (the lead applicant should have sent you the details when they asked you to participate) and click on "Resume".

**Academic and clinical researcher applicants: having difficulty with your ORCID profile?**

Please ensure that your ORCID profile setting is set to "Public", otherwise the relevant sections about the Principal Investigator (lead applicant) in the application form cannot be populated.

**Looking for the "submit" button?**

Please note that until **all sections** are complete, the "Submit" button for your application will not appear and you will not be able to submit it. Lead applicants should ensure that any other contributors to the application have satisfactorily completed their sections. Another common issue for outline applications is that someone, such as a finance officer, has been invited to collaborate on preparing the application but has not responded to the invitation to do so.

Your award(s)

RPGF1806168	Awarded: 12/07/2018 Report(s) due by 19/12/2020	View
Grant:	2018-06 - Research Project grants - Full	

Reporting

The green box shows the date by which reports are due. Select the **'Reporting'** button to see the reports that are due for submission. When the list of reports appears, hover over the three dots next to the next Finance Report and click **'Complete Form'**:

## Reporting Forms - progress reports, monitoring & other forms

Reporting forms relating to this grant are available below. Please complete any outstanding forms, or you can submit a new form.

Name	Date	View Form	Print Form	Complete Form
Research Project Grants Final Report (Reporting)	15/			
Finance Report for Research Project Grants 2018-06 Full (Reporting) Q1 Year 2 (5)	19/12/2020	Umma Kulsum	Not started	

Only the next reporting period (quarterly from the grant start date) will show:

- [My account](#)
- [My contact details](#)
- [Available grants](#)
- [My applications](#)
- [My downloads](#)

### Page 1 of 1: Financial Statement

**Finance Report for Research Project Grants 2018-06 Full (5)** 0% complete

STARS- STorytelling for older Adults in Residential settings  
RPGF1806088 Date Due: 19/12/2020

Officer: Oliver Soutar **In Progress**

Dr Lucy Dipper  
City University

[Email Lucy](#)

[Print form](#) [Download as PDF](#)

[View instructions](#)

You will be logged out after 118 minutes 44 seconds of inactivity. Please ensure that you save your work regularly.

Once you have completed all questions on this reporting form, a 'Submit form' button will become available. Once submitted, your report will be reviewed by Dunhill Medical Trust staff.

Questions marked with an \* are mandatory.

[Save page](#)

Please detail your actual expenditure against the costs you specified within your application. [Expand](#)

Budget heading		To Date		Total
		Total	Q1 Year 2	
<b>Salary</b>				
RA1	<input checked="" type="checkbox"/> Actual Expenditure	£36,434.29	£11,033.71	£57,072.00
	Applied for amount	£37,864.00	£9,604.00	£57,072.00
RA2	<input checked="" type="checkbox"/> Actual Expenditure	£0.00	£0.00	£0.00
	Applied for amount	£2,478.00	£1,239.00	£3,717.00
RA3	<input checked="" type="checkbox"/> Actual Expenditure	£0.00	£0.00	£0.00
	Applied for amount	£2,478.00	£1,239.00	£3,717.00
<b>Salary Total</b>				
	<b>Actual Expenditure</b>	<b>£36,434.29</b>	<b>£11,033.71</b>	<b>£57,072.00</b>
	<b>Applied for amount</b>	<b>£42,820.00</b>	<b>£12,082.00</b>	<b>£64,506.00</b>

For each item of expenditure, complete the column highlighted in blue to show your actual expenditure for that quarter versus that forecasted. If you need to add a new item of expenditure, you can do so by scrolling to the bottom of the budget and clicking the 'Add A New Item' button.

You will then need to complete the following question and, if you wish to, upload an invoice from your institution which corresponds to the claim:

**Please list any equipment purchased with the grant monies for this period.**  
If you have not purchased any equipment please enter N/A.

**Please upload copies of any invoices that would support your claim.**

Choose your file(s) *or drag and drop files here to upload*

File name	Date uploaded	Action

Save page

The form can be saved at any point, but the **‘Submit form’** button will only appear at the top of the page once the form has been completed:

100% complete

**In Progress**

Submit form

Once you have submitted the Finance Report, we will review it and will either schedule payment for the upcoming payment run or contact you if we have any questions. We do try to send out regular reminders for any upcoming or overdue claims, but it is also worth setting your own reminder to complete the next Finance Report in another quarter’s time.